



STATE PERSONNEL DEPARTMENT
 402 W. Washington St., Rm. W161
 Indianapolis, Indiana 46204-2261
 Telephone: (317) 232-0200

Michael R. Pence
 Governor

Jon D. Darrow
 State Personnel Director

Eligibility Definition and Required Documentation

Dependents	Eligibility Definition	Documentation required
Spouse	<p>An Individual to whom you are legally married. IC 31-11-8-5 provides: a marriage is void if the marriage is a common law marriage that was entered into after Jan. 1, 1958. Employees are not allowed to claim dependents based on common law marriages.</p> <p>*An ex-spouse is not eligible for coverage even if court ordered</p>	<ul style="list-style-type: none"> • Photocopy of marriage certificate • And a copy of the front page of the employee's most recent federal tax return that includes employee's spouse (you may black out all financial information and all but the last four digits of any social security number)
Child	<p>Natural, step, foster, legally adopted children or children for whom the employee or spouse has been appointed legal guardian or awarded legal custody by a court, until the end of the month in which they turn 26</p>	<p>For Natural Child(ren)</p> <ul style="list-style-type: none"> • Photocopy of birth certificate showing employee's name <p>For Stepchild(ren)</p> <ul style="list-style-type: none"> • Photocopy of the birth certificate showing employee's spouse's name; • And a copy of marriage certificate showing the employee and parent's name <p>For Legal Guardian, Adoption or Foster Child(ren)</p> <ul style="list-style-type: none"> • Photocopy of Affidavits of Dependence, Final Court Order with presiding judge's signature, Adoption Final Decree with presiding judge's signature or a Qualified Medical Child Support Order showing the date of birth
Disabled Dependent	<p>A dependent, as defined above, who, prior to age 19, was incapable of self-sustaining employment by reason of mental or physical disability and is chiefly dependent upon the employee for support and maintenance may continue coverage beyond the maximum age. A dependent child of the employee who attained age 19 while covered under another Health Care policy and met the disability criteria specified above, is an eligible dependent for enrollment so long as no break in coverage, longer than sixty-three (63) days, has occurred immediately prior to enrollment.</p>	<ul style="list-style-type: none"> • Documentation as noted above for "child" dependent type • And a copy of front page of the employee's 2014 federal tax return showing the dependent listed (you may black out all financial information and all but the last four digits of any social security number) <p>Please note that this audit is only verifying the child's eligibility as a "dependent." Whether a dependent is "disabled" is outside the scope of this audit</p>